

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 5 November 1957

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FROM : Chief, Clerical Training

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SUBJECT: Report Number 45, Week of 29 October - 4 November, 1957

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1. Numbers in Clerical Induction Training. During the week of 29 October there were people in Clerical Induction Training. Of these were entering for the first time.

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2. Numbers in Clerical Orientation Training. There were people in Clerical Orientation for the week of 29 October.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 29 October were as follows:

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	<u>Tested</u>	<u>Qualified</u>
Shorthand	<input type="text"/>	
Typewriting		

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4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency clerical employees on 4 November were as follows:

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	<u>Tested</u>	<u>Qualified</u>
Shorthand	<input type="text"/>	
Typewriting		

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5. Vacation: Chief of Clerical Training, is on vacation until 25 November. In her absence, Chief, Clerical Orientation, is in charge of Clerical Orientation and Clerical Refresher activities; and Chief of Clerical Induction, is in charge of all activities relating to that program.

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